



## **Lafayette Community Development Department 2011 CDBG/HOME Application Instructions**

Those applying for funding assistance under CDBG or HOME Programs must use the attached forms for each proposed activity. The application form is available in both hard copy and electronic formats. If you need a different version of the application than what you received, please contact the Community Development office at 807-1090, or email [bbugajski@lafayette.in.gov](mailto:bbugajski@lafayette.in.gov) for CDBG or [ajacobsen@lafayette.in.gov](mailto:ajacobsen@lafayette.in.gov) for HOME.

All information must be typed or legibly printed. Complete all portions of the application. Except where indicated, if you need more room to answer a question, please add space. Portions not applicable to specific activities should be so marked.

Project description is critical. An activity must be described in a narrative stating the amount of request and the proposed use of funds. Description of need, its remedy and other written portions of the application should be addressed precisely and concisely. Budgets must be explained in both narrative and itemized cost form. Itemized costs must be identified in detail. As example, an activity proposes to use two agency staff members of different pay grades; thus, two separate line items will be necessary to identify total time allotted, respective wages, benefits, etc. Additional budget itemizations should include rent, utilities, supplies consumed, etc. Multi-faceted activities, e.g. property acquisition and rehabilitation, must also provide separate allocations for each activity.

Reporting requirements do not allow for combined budgets. Individual activities must be separated. As examples, separate budget allocations are required for both new construction and rehabilitation; separate budget allocations for single-family rehabilitation and for multifamily rehabilitation activities.

**Applicants must submit one (1) original and two (2) copies of completed applications to:**

City of Lafayette  
Community Development Department  
**515 Columbia Street**  
Lafayette, IN 47901

**The deadline to submit applications is 4:00 p.m. February 4, 2011. Applications must be in the Community Development Office by this deadline. Applications postmarked by the deadline but delivered to us after the deadline will not be considered.**

Technical assistance is available and encouraged. Please call the Community Development Department at 765-807-1090 if you need assistance in preparing your request, filling out the application, or if you have any other questions.

